

**CITY COUNCIL MEETING  
McMinnville, Oregon**

**AGENDA**

**McMINNVILLE CIVIC HALL  
200 NE SECOND STREET**

**May 24, 2016  
6:00 p.m. – Informal Dinner Meeting  
7:00 p.m. – Regular Council Meeting**

Welcome! All persons addressing the Council will please use the table at the front of the Board Room. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

***NOTE: The Dinner Meeting will be held at the McMinnville Civic Hall and will begin at 6:00 p.m. Information Systems Director Scott Burke will preview the City's new website.***

CITY MANAGER'S SUMMARY MEMO

- a. City Manager's Summary Memorandum

CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than:*

- 1) a topic already on the agenda;*
- 2) a matter in litigation,*
- 3) a quasi judicial land use matter; or,*
- 4) a matter scheduled for public hearing at some future date.*

*The Mayor may limit the duration of these comments.*

1. CONSENT AGENDA

CONSIDER MINUTES OF THE FEBRUARY 23, 2016 DINNER AND REGULAR MEETINGS AND THE MARCH 2, 2016 CITY COUNCIL RETREAT

- b. **Resolution No. 2016 - 29:** A Resolution regarding the award of the contract for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5.
2. NEW BUSINESS
- a. Visit McMinnville Budget Presentation

- b. Fire Department Operations Discussion
  - c. Presentation of Kids on the Block and After School Kids Programs
  - d. Appointments to the McMinnville Affordable Housing Task Force
3. ADVICE / INFORMATION ITEMS
- 0. Cash and Investment Report - March 2016
  - a. Reports from Councilors on Committee and Board Assignments
  - b. Department Head Reports
  - c. City of McMinnville Building Division Report for the Period Ending April 30, 2016
4. ADJOURNMENT



**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

City Manager's Summary Memorandum

**BACKGROUND:**

Please see attached Summary Memorandum

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**Attachments**

Summary Memorandum

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**DATE:** May 19<sup>th</sup>, 2016

**TO:** Mayor and City Council

**FROM:** Martha Meeker, City Manager

**SUBJECT:** Agenda for the McMinnville City Council Session for May 24<sup>th</sup>, 2016

### **CONSENT AGENDA**

The following items are considered routine and will be enacted by one motion without separate discussion on each item. If a Council member (or a citizen through a Council member) wishes additional time on a particular topic, it will be removed from the Consent Agenda and considered separately.

#### **MINUTES OF THE FEBRUARY 23, 2016 DINNER / REGULAR MEETINGS**

#### **MINUTES OF THE MARCH 2, 2016 CITY COUNCIL RETREAT**

#### **RESOLUTION AWARDING THE CONTRACT FOR THE 2016 STREET REPAIR AND REPAVING PROJECT**

The City bid out the 2016 Street Repair & Repaving Transportation Bond project on May 12<sup>th</sup> and subsequently received six bids for review. Kodiak Pacific Construction was deemed the lowest responsible and responsive bidder.

The project work includes full depth reclamation; asphalt repairs; the grinding, removal and application of asphalt overlays as well as striping and shoulder work on portions of 9 City streets. The project also includes the upgrade of 71 handicap ramps and miscellaneous sidewalk and curb work. This project is expected to start in June and will run through August.

**REGULAR AGENDA**

**APPOINTMENTS TO THE McMinnville Affordable Housing Task Force**

In September 2016, the City Council determined the best way to assist Citizens who are experiencing homelessness or who are on the verge of losing their current home was to increase housing availability for low and no-income families. To support this policy, the Council directed the formation of a 9 member Affordable Housing Task Force and charged them with the task of developing an action plan to meet this focus.

The nine members should include two Council members, one member of the planning department (non-voting), two representatives from the building community, one representative from the banking or finance community, one representative from the business community and two representatives from the nonprofit or housing sector. Members should be appointed by the Council in the following manner:

- a. Of the initial Citizen members, approximately one third will serve three year terms (a full term), one third will serve two year terms and one third will serve one year terms. These initial members will be appointed by majority vote of the Council in the month following adoption of the Establishing Resolution.
- b. Subsequent Citizen members will be appointed by the Council with advice from the Task Force to serve three year terms.
- c. City Councilor positions will be filled by appointment by the Mayor upon approval of a majority of the City Council. The planning department member will be assigned by the City Manager.
- d. Initial members will be credited a full year of participation during the year of establishment. Subsequent years of service will be from Jan 1 through December 31.

Below are the recommendations for the nine members:

NAME

Remy Drabkin (Councilor)  
Kellie Menke (Councilor)  
Doug Montgomery (Planning)

	<u>START</u>	<u>END</u>
Sherl Hill (Business Community)	2016	Dec 2016
Jon Johnson (Banking)	2016	Dec 2017
Elise Hui (Non profit)	2016	Dec 2017
Jeff Sargent (Non profit)	2016	Dec 2018
Darrick Price (Builder)	2016	Dec 2018
Alan Ruden (Builder)	2016	Dec 2016

## **PRESENTATIONS**

➤ **Jeff Knap – Visit McMinnville FY 2016 / 17 Proposed Budget**

Per the City's contract with Visit McMinnville, VM will submit a Business Plan to the City Council each May for their review and approval. The Business Plan will contain a review of the previous year's performance and a detailed description of the services VM proposes to provide in the next fiscal year, as well as a proposed budget for the next fiscal year. By approving the Business Plan, the Council authorizes continued funding of Visit McMinnville for the next fiscal year.

➤ **Chief Rich Leipfert – Proposed Fire Department Operational Changes**

The Fire Department is investigating new operational models to allow them to meet increases for service. This presentation will provide the Council a review of how the Department responds today and a look at a proposed change to the existing staffing model for our Engine personnel.

➤ **Jay Pearson – Review of the Kids on the Block Program**

The Parks and Recreation program will provide an overview of the City's Kids on the Block Program.



**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

CONSIDER MINUTES OF THE FEBRUARY 23, 2016 DINNER AND REGULAR MEETINGS AND THE MARCH 2, 2016 CITY COUNCIL RETREAT

**BACKGROUND:**

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**Attachments**

Feb. 23, 2016 Minutes

3-2-16 Council Retreat Minutes

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CITY OF McMinnville  
MINUTES OF DINNER MEETING of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 23, 2016, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Scott Hill	Larry Yoder
	Kevin Jeffries	Alan Ruden

Also present were City Manager Martha Meeker, City Attorney David Koch, Community Development Director Mike Bisset, Library Director Jenny Berg, Police Chief Matt Scales, and members of the news media, Don Iler of the *News Register*, Dave Adams of KLYC Radio, and Jerry Eichten of McMinnville Community Media.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:31 p.m. and welcomed all in attendance. He noted that Councilor Ruden had been excused from the evening's meetings.

LOVE YOUR LIBRARY MONTH: Library Director Berg reported that eight "Library Lovers" would speak at the Regular Meeting.

McMINNVILLE DOWNTOWN ASSOCIATION (MDA) PRESENTATION OF THE ANNUAL REVIEWED FINANCIAL STATEMENTS: Mayor Olson stated that MDA representative Rebecca Quandt would be present to give the Council a brief update on MDA activities and the Annual Reviewed Financial Statements.

McMINNVILLE COMMUNITY MEDIA (MCM) - VIDEO HIGHLIGHT REPORT: Mayor Olson stated that MCM Executive Director Jerry Eichten would give a video highlight of MCM's recent activities.

RESOLUTIONS: Two resolutions were reviewed. The first, authorizing the approval of an Intergovernmental Agreement for Right of Way services between the City and Oregon Department of Transportation (ODOT) related to the 2<sup>nd</sup> Street signal replacement project. Community Development Director Bisset explained that ODOT would contribute up to \$500,000 in state funds to cover the signal upgrade costs, as previously outlined and approved in the Cooperative Improvement Agreement No. 30520. That agreement also requires the City and ODOT to enter into a separate Right of Way services agreement, outlining the roles and responsibilities regarding the acquisition of property for the project.

Mr. Bisset advised that the second resolution would authorize the acquisition of property for the 5<sup>th</sup> Street transportation bond project and would exercise the power of eminent domain. He explained that to accomplish the project, it is necessary to acquire the fee title interest in nine parcels and a

temporary constructing easement over one parcel of property located along the existing City right-of-way.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:45 p.m.

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Rose A. Lorenzen, Recording Secretary

CITY OF McMinnville  
MINUTES OF REGULAR MEETING of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 23, 2016 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Scott Hill	Larry Yoder
	Kevin Jeffries	Alan Ruden

Also present were City Manager Martha Meeker, City Attorney David Koch, Community Development Director Mike Bisset, Police Chief Matt Scales, Library Director Jenny Berg, and members of the news media, Don Iler of the *News Register* and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Hill led in the recitation of the Pledge of Allegiance.

CONSIDER MINUTES: Councilor Drabkin pointed out a typographical error in the November 24, 2015 minutes. Councilor Drabkin MOVED to approve the minutes of the November 24, 2015 Dinner and Regular Meeting minutes as amended; SECONDED by Councilor Hill. Motion PASSED unanimously.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from citizens on topics not on the evening's agenda.

Mark Riche, 1427 SW 5<sup>th</sup> Street, spoke to the Mayor and Council regarding his concern regarding drugs, alcohol, and the homeless in downtown McMinnville. He presented a petition to ban enhanced alcohol in the downtown area. He noted that 80 percent of the business owners on 3<sup>rd</sup> Street had signed the petition. He also expressed his disappointment when he learned that the City Council had approved additional beds at the Yamhill County Gospel Rescue Mission.

1 NEW BUSINESS

1 a LOVE YOUR LIBRARY MONTH: Mayor Olson welcomed Library Director Berg. Ms. Berg introduced the following individuals who spoke about "loving their Library": Kate Miller, Alejandra Marquez, Doreen Pittman, Caroline O'Brien, Terri Sharp, Vickie Hise-Felix, Rebecca Quandt, and Hunter Kern. Each of the individuals spoke about how the Library has enriched their lives. They noted that they used the Library for a myriad of reasons including assistance in a weight loss program, setting up a business, story time for children, filing for disability and transitioning out of homelessness, volunteering at the Library which helped in obtaining a job, and loving of books and reading.

Following the presentation the Mayor and each of the Councilors thanked Ms. Berg and each of the individuals for their presentations.

1 b MCMINNVILLE DOWNTOWN ASSOCIATION (MDA) PRESENTATION OF THE ANNUAL REVIEWED FINANCIAL STATEMENTS: Mayor Olson welcomed McMinnville Downtown Association Manager-elect Rebecca Quandt. Ms. Quandt reviewed the MDA purpose and history as well as highlights from 2015. She reminded the Mayor and Council that the MDA is one of seven in Oregon that is performing at the "Main Street" level - the highest level in the state.

Ms. Quandt overviewed the financial statements and pointed out that the reserves are not as high as they would like because the MDA helped pay for the Park Ranger program in 2015. She advised that they preferred to keep the reserves at about \$21,000 - or about 10 percent of the total budget.

Mayor Olson thanked Ms. Quandt for her report and stated that he believed the MDA had done an admirable job over the years of fulfilling its purpose.

1 c MCMINNVILLE COMMUNITY MEDIA (MCM) - VIDEO HIGHLIGHT REPORT: Mayor Olson welcomed MCM Executive Director Jerry Eichten. Mr. Eichten thanked the Mayor and Council for the opportunity to present video highlights of MCM's activities over the past 12 to 18 months. Mr. Eichten explained how MCM makes its mission of strengthening and enriching our community by providing communication opportunities, tools,

and training. He explained that MCM staff helps interested local people produce their own shows.

Mr. Eichten stated that more recently, after paying all of the building expenses, MCM is now focusing on upgrading the organization's technology.

Mr. Eichten presented the video highlights of the organization's activities over the past year and a half. Following the video, he thanked the Mayor, City Council, and City leadership for the past 15 years. He stated that MCM has been a conduit for civic dialogue and he pledged to responsibly manage the resource entrusted to them.

2 RESOLUTIONS

2 a AUTHORIZING THE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT FOR RIGHT OF WAY SERVICES (AGREEMENT No. 31156), BETWEEN THE CITY OF McMinnville AND THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT), REGARDING THE OREGON ROUTE 99W AT 2<sup>ND</sup> STREET SIGNAL REPLACEMENT PROJECT: Community Development Director Bisset referred to his brief memorandum in the Council's informational packet and advised that this was the first of two resolutions related to the 2014 Transportation Bond. This Intergovernmental Agreement (IGA) is related to the 2<sup>nd</sup> Street signals project. The City will manage the project, including completion of the design, acquisition of any needed right-of-way, bidding, contract administration, and project construction management. ODOT will contribute up to \$500,000 in state funds to cover the signal upgrade costs as delineated in the previously approved Cooperative Improvement Agreement No. 30520. Agreement No. 30520 requires that the City and ODOT enter into a separate Right of Way Services Agreement, outlining the roles and responsibilities regarding the acquisition of property for the project.

Councilor Drabkin MOVED to adopt Resolution No. 2016 - 9 a resolution authorizing the approval of an Intergovernmental Agreement for Right of Way Services (Agreement No. 31156), between the City of McMinnville and the Oregon Department of Transportation, regarding the Oregon Route 99W at 2<sup>nd</sup> Street Signal Replacement project; SECONDED by Councilor Yoder. Motion PASSED unanimously.

2 b AUTHORIZING THE ACQUISITION OF PROPERTY FOR THE 5<sup>TH</sup> STREET TRANSPORTATION BOND PROJECT, AND EXERCISING THE POWER OF EMINENT DOMAIN: Community Development Director Bisset again referred to his memorandum located in the City Council's information packets and advised that this project, which is part of the project to improve NE 5<sup>th</sup> Street from Adams Street to Lafayette Avenue, includes the installation of traffic signals, pedestrian safety improvements, and pavement upgrades. The project is consistent with the City's adopted 2010 Transportation System Plan. Traffic signals will be located at Adams, Baker, Evans Streets, and at Lafayette Avenue. At each

signal site, very small pieces of property will need to be purchased. The resolution notes that the project is in the public interest and that acquisition is necessary for the project. It was pointed out that most of the needed parcels are very small, perhaps 20 square feet each.

Councilor Hill MOVED to adopt Resolution No. 2016 - 10 a Resolution authorizing the acquisition of property for the 5<sup>th</sup> Street transportation bond project, and exercising the power of eminent domain; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

3                   ADVICE / INFORMATION ITEMS

3 a                REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS:  
Each Councilor present gave a brief report.

3 b                DEPARTMENT HEAD REPORTS: Each department head present gave  
a brief report.

4                   ADJOURNMENT: Mayor Olson adjourned the meeting at 8:22  
p.m.

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Rose A. Lorenzen, Recording Secretary

CITY OF McMinnville  
MINUTES OF CITY COUNCIL RETREAT of the McMinnville  
Held at the Pilots' Lounge at the McMinnville Municipal Airport  
McMinnville, Oregon

Wednesday, March 2, 2016 at 8:45 a.m.

Presiding: Rick Olson, Mayor

Recording: Sue Disciple, Facilitator

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Kevin Jeffries (departed 2:20 p.m.)	Remy Drabkin
		Alan Ruden
		Larry Yoder

Also present was City Attorney David Koch.

Meeting Objectives

- Review of Oregon laws pertaining to public meetings, elected officials political activity, and ethics
- Charter and mission review
- Council Working Agreements
- Process for City Manager evaluation

The public meeting convened at 10:00 a.m. with the arrival of Councilor Jeffries.

**Review of Laws pertaining to Public Meetings, Political Activity and Ethics.**

City Attorney David Koch presented Oregon League of Cities videos on each of these topics and provided additional information and answers to questions.

In response to questions Mr. Koch noted that:

- For executive session to be entered into in the middle of a regular session the ORS that covers the topic to be discussed must be included in the notice.
- Minutes must be kept of executive session. These can be kept as audio, video, digital recording or handwritten notes. Minutes of executive session are exempt from disclosure.
- Topics in executive session can only include the topic noticed. The potential for "topic drift" is a reason to always have an attorney present in an advisory role at executive session.
- If a topic is raised via a written confidential memo from its attorney then Council can meet in executive session on that topic.

As follow-up Mr. Koch stated that he would:

- Conduct research regarding delegated supervision of appointed officers and responsibility for their evaluation, and determine whether these delegated authorities need to be documented. It was noted that the current practice in McMinnville is that supervision and evaluation are conducted by the City Manager.

**Mission and Values**

The mission statement and values statements were reviewed. Council members discussed their "compass" as policymakers for the City. In addition to the guidance provided by the mission and values, the following "compass points" were identified:

- The overall good of the city.
- Listening to the public's input.
- Deep learning on the issue at hand.
- The give and take of intra-Council conversation.

During discussion it was noted that despite these shared "compass points" there are still split votes on important issues such as fluoridation of water, social gaming, marijuana, and the hotel/motel tax. Whether split votes indicate a problem was discussed. It was noted that spending more time during Council Team-Building on sharing and understanding each other's values and individual "compasses" would help Council come together more as one council and also help Council members to understand the basis for split votes when they occur.

At the close of the discussion it was noted that the Values - and perhaps the Mission Statement - merit updating, and that the full Council should participate in that discussion.

**Role in Statewide Issues**

There was discussion as to whether advocacy is better conducted through the League of Oregon Cities or if a higher level of advocacy and specificity of position can be achieved advocating as a City. It was also noted that McMinnville has a presence via the County and via the Council of Governments.

At the close of the discussion there was general agreement on the following:

- On issues of general interest to McMinnville working through LOC or the COG is a workable approach.
- On issues that are highly important or are unique to McMinnville the City should seek a coalition or work through the City's own representative. It was noted that representation doesn't have to be through an employee but can be through a consulting firm. It was suggested that elimination of memberships that don't add high value could free up funding for representation. A question was raised as to whether Your Community Mediators of Yamhill County added sufficient value for the cost.
- The public expects the City to "be a trailblazer."

The box below illustrates Council's graduated frame of reference for advocacy:

On issues of general interest to all cities	⇒	Work through the LOC and COG
On issues of general interest to cities but highly impactful to McMinnville	⇒	"Converge in many places" - Work through all avenues including COG, LOC and City representation
On issues unique to and highly impactful to McMinnville	⇒	Deploy City representation to "get ahead of the curve"

As a first step it was agreed that funding for advocacy should be determined through Council.

## Future of the Mayor's Ball

As a frame for the discussion it was noted that the ordinance creating The Mayor's Ball dedicates funds raised to Kids on the Block; and that revenue from The Ball is down 50 percent due largely to costs.

The following questions were posed relative to the future of The Mayor's Ball:

- Should The Mayor's Ball continue?
- If "yes"
  - o Should the Ball solely support Kids on the Block or multiple programs benefitting youth. (It was noted that a broad range of programs, provide benefit to youth; e.g., support for the homeless benefits youth because a high percentage of the homeless are children.)
  - o If the fundraising arm of The Mayor's Ball continues should the recipient organizations be obliged to participate in the effort e.g., through raffle prizes, ticket sales, etc.?
  - o Should the City be in the business of providing after school programs at all?

Based on the discussion the following next steps were identified:

- Propose to Council: Sunset the Ordinance.
- Discuss with Council how to restructure going forward.
- Obtain a report from staff on other after-school resources in the City, schools, and Kids on the Block Inc. that examines funds and in-kind donations. The report should be headed up by the City Manager, with participation from the Finance Director, Councilor Hill, and the City Attorney.
- Note that Kids on the Block has been a great success and is positioned now to proceed on their own.

**ADJOURNMENT: At 2:20 there was a loss of quorum. The public meeting was adjourned. Following adjournment, the ensuing conversation took place:**

## City Manager Evaluation

General considerations were outlined:

- Exit interviews need to be conducted as one lens through which to obtain insight into City Manager performance.
- An evaluation process for the City Manager is needed that includes:
  - o Key performance areas/competencies;
  - o Indicators for evaluating the performance areas;
  - o A process that includes multiple inputs, including the City Manager's input into the performance areas and indicators; and
  - o A third party consultant to assist with the development of the tool and the process.

- o For checks and balances purposes Council should consider changing the reporting relationship between the City Attorney and the City Manager so that the City Attorney explicitly reports to the City Council. It was noted that performance standards are also needed for the City Attorney.

After discussion Council members requested that the meeting facilitator provide the name and contact information for Winston Tan of Intandem, LLC - a consultant whose work on CEO evaluation she is familiar with but who has no direct business relationship with her.

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Sue Disciple, Facilitator



**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:** 2016 Street Repair & Repaving  
Transportation Bond Project contract  
award

**From:** Mike Bisset, Community  
Development Director

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**AGENDA ITEM:**

**Resolution No. 2016 - 29:** A Resolution regarding the award of the contract for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5.

**BACKGROUND:**

On Tuesday, May 12, 2016, bids were received, opened, and publicly read for the construction of the 2016 Street Repair & Repaving Transportation Bond project. Six bids were received, and all six were complete and met the City's requirements. The bid results are as follows:

- Kodiak Pacific Construction: \$1,543,000.00
- Brix Paving: \$1,553,052.78
- H&H Paving: \$1,556,604.75
- North Santiam Paving: \$1,575,389.00
- Roy Houck: \$1,594,532.80
- Baker Rock Resources: \$1,666,429.10

The bid from Kodiak Pacific Construction, in the amount of \$1,543,000.00, was deemed to be the lowest responsible and responsive bid.

The project work includes full depth reclamation, asphalt repairs, the grinding and removal of asphalt, followed by the application of asphalt overlays, striping and shoulder work on portions of 9 City streets. The project scope also includes the upgrade of 71 handicap ramps, and miscellaneous sidewalk and curb work. The attached project vicinity map reflects the work areas covered by the contract. The project work is expected to start in June, and is expected to be completed in August.

This project is funded by 2014 transportation bond proceeds, and the project was included in the FY2016 and FY2017 Transportation Fund (fund 45) budgets.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the resolution awarding the contract for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5, to Kodiak Pacific Construction, in the amount of \$1,543,000.00.

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**Attachments**

RESOLUTION  
PROJECT MAP

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RESOLUTION NO. 2016 - 29

A Resolution regarding the award of the contract for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5.

RECITALS:

On Tuesday, May 12, 2016, bids were received, opened, and publicly read for the construction of the 2016 Street Repair & Repaving Transportation Bond project. Six bids were received, all six were complete and met the City's requirements.

The bid from Kodiak Pacific Construction, in the amount of \$1,543,000.00, was deemed to be the lowest responsible and responsive bid.

This project is funded by 2014 transportation bond proceeds, and the project is included in the FY2016 and FY2017 transportation fund (fund 45) budgets.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That entry into a contract between the City of McMinnville and Kodiak Pacific Construction for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5, in the amount of \$1,543,000.00, and with a substantial completion date of August 26, 2016, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract for the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 24<sup>th</sup> day of May 2016 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 24<sup>th</sup> day of May 2016.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



# TRANSPORTATION BOND 2016 Street Repair and Repaving Project Locations



— Street Repair/Repave Projects

Wallace Road

St. Andrews

11th/Shadowood

Pinehurst

Riverside Drive

TRANSPORTATION BOND-2016 STREET REPAIR AND REPAVING PROJECTS		
Project	Type	Miles
11th/Shadowood	Preservation/Accessibility improvements	0.36
St. Andrews	Preservation/Accessibility improvements	0.64
Pinehurst	Preservation/Accessibility improvements	0.26
Riverside Drive	Preservation	0.7
Wallace Road	Preservation/Accessibility improvements	0.78
<b>Total</b>		<b>2.7</b>



**City Council- Regular**

**Meeting Date:** 05/24/2016

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**TOPIC**

Visit McMinnville Budget Presentation

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**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

Fire Department Operations Discussion

**BACKGROUND:**

Please see attached Memorandum from Fire Chief Rich Leipfert

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**Attachments**

Memorandum from Chief Leipfert

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# McMinnville Fire Department

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## M E M O R A N D U M

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**TO:** Martha Meeker, City Manager

**FROM:** Rich Leipfert, Fire Chief

**DATE:** May 18, 2016

**RE:** Fire Department Response Model Adjustment

This budget year we eliminated the Assistant Chief of Operations position. This change was to fund the Battalion Chief Position increases, create a Duty Chief standby rotation, and create the Amity Partnership Project. The Duty Chief rotation includes the Admin Chiefs, and the Battalion Chiefs, in an effort to improve Chief Officer coverage during large incidents. This has supplemented our Volunteer Assistant Chief responses.

Despite the changes, there are still some challenges that need to be addressed. Call volumes continue to increase, creating more concerns. These challenges have been identified by both employees and administration.

### ***Challenges Identified:***

#### *Fire Scene Safety:*

- Currently the BC on the engine is forced to make strategic and tactical decisions.
- Delay of the Chief Officer arriving to the scene causes safety issues.
- The Vol. Asst Chief responds from home or work if available.
- The Afterhours Standby Duty Chief is responding from home.
- There is no continuity in command, or command vehicle equipment.
- If the BC stays outside on scene, potentially a non-officer would be in charge inside the hazard area.

#### *Administrative Responsibilities:*

- Blurred Lines of authority between Battalion Chiefs and Lieutenants.

- The BC riding on the engine is spending the majority of time on lower level emergencies, and not enough time on administrative duties.
- Limited upward mobility opportunities for line staff.

*Minimum staffing levels required to support operations cause challenges in:*

- Only two personnel allowed off per shift limits staff requested days off.
- Increased mandatory holdover due to sick leave.
- Reduced vacation opportunities for paid staff.
- Staff is required to work overtime in order for the second crew member to have the day off.
- Call volume continues to increase.
- Stress levels are rising on line crews as a result of the above.

***Roll of the Battalion Chief:***

Currently the Battalion Chief arrives to a scene on the engine and is forced to assume command to manage the incident. This requires the BC to give direction to incoming resources, while making tactical decisions as the engine company officer. This is occurring simultaneously with the BC putting on their breathing apparatus and entering the fire with the crew.

The Battalion Chief role is traditionally an officer who is responsible for supervision of multiple unit or complex incidents i.e. structure fires, motor vehicle accidents, mass casualty incidents, etc. Their role on these incidents is to act as an incident commander, and manage resources. They are responsible for the safety of the crews on the incident. BCs should be arriving in a command vehicle outfitted for that purpose. In addition these personnel take on administrative functions i.e. training, logistics, and safety which is a large work load.

***Proposed Change:***

We are proposing a change in our staffing model from a three person engine, which currently includes the Battalion Chief, to a two person engine with a lieutenant and an operator. The Battalion Chief will move to a chief vehicle and be available as described above. The two person engine company will respond on all calls as they do now.

The current practice is to have the engine respond to the scene and if it is a working fire, and all EMS units respond to assist in the firefighting efforts. In the last year there were 47 working fires and on 12 calls there was at least 1 ambulance on scene within 3 minutes to assist. On the remaining calls there were at least two ambulances within that 3 minute response time. These response numbers allows enough personnel to enter into the fire safely, even without the Battalion Chief.

This practice would continue with the two person engine model, except we would have ambulance personnel, if they are available, in the station swing over to the

engine before going en-route. This gives us a 4 person engine company. Otherwise, we would respond with a 2 person crew meeting the ambulances on scene. If that day's shift is fully staffed, with no personnel off, there will be a 3 person engine staffed, which occurred 90 times last year. This will increase due to the BC not having to be counted for minimum staffing, and the additional person added this budget cycle.

Battalion Chiefs will no longer count against minimum staffing. When the BC is off there will still be 2 persons allowed off at a time.

We will create an AIC or Acting In Capacity role for qualified personnel. When the Lt needs to fill in for the BC, the AIC will be trained and qualified to fill in for the Lt.

PRO's of the new model.

- Improved scene safety and command continuity.
- Less delays in a Chief Officer arriving to the scene.
- Creates more opportunities for partnerships with mutual aid agencies.
- Improves supervision of outlying stations.
- Improves opportunities for vacation of line staff.
- Reduces mandatory holdover due to sick leave.
- Reduces work back requirement so a second person can have the shift off.
- Clears up lines of authority between BC and Lt in the organization.
- Increases administrative productivity of BC.
- Provides more upward mobility opportunity by creating AIC positions.
- Improved command equipment continuity.
- BC availability for single resource response frees up other units.

CON'S of the new model.

- There are studies done by the IAFF that show potential for increased risk due to staffing less than 4 person fire apparatus.
- Perception that it reduces opportunity for engine shifts for line staff.
- Does not increase staffing.
- According to NIST study a 2 person engine company is less productive on the fire ground than a 3, 4, or 5 person company.
- Increases the possibility of arriving on scene with 2 person engine and needing more staff immediately.
- The Union does not support the changes.

***Other options to address these challenges:***

- *Same as above except:*  
Engine crew will be dual staffed, two person crew, that will swing between the ambulance and the engine, responding on the ambulance for EMS

calls, and the engine for fire calls. The engine does not respond unless there are either 4 on board at the station, or it is known that an ambulance is on route to the scene to complete the 4 person engine company. This may include waiting for volunteer response to staff the front line engine. This addresses the above issues but may delay the fire response.

- Do nothing.
- Leaves all challenges in place.
- Add Staffing to address the issues. A six personnel cost is an estimated \$720,000. Potential grant funded positions available through SAFER.



**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

Presentation of Kids on the Block and After School Kids Programs

**BACKGROUND:**

Please see attached highlights from the 2015 - 2016 Kids on the Block Program

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**Attachments**

KOB Program Highlights

KOB Program Highlights

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**Parks & Recreation Department's**  
Kids on the Block After-School Enrichment Program

*"We're so thankful for the program and would have been lost without it . We are lucky to have this program for our kids!"*  
(Heather Acker, parent of 2 KOB Kids)

*"The most effective method of creating a strong community is by developing the youth within that community. The City of McMinnville's KOB After-School Program provides growth, opportunity, and support for children to become strong components of a great community."*  
(Peter Kircher, Owner of Golden Valley Brewery)

*"One of the key opportunities for young Oregonians, missing from far too many of our communities, is access to high-quality, hands-on learning that can help prepare young people for living wage careers. Both in-school and out-of-school opportunities should be a priority as we discuss ways to promote healthy development of our youth."*  
(Brad Avakian, Labor & Industries Commissioner)

*"[I want] to highlight the importance of afterschool programs as part of developing our youth. My belief, as a member of the Health and Education Committee, is that it [afterschool programs] is a very important component."*  
(US Senator Jeff Merkley)



## 2015-2016 KOB Program Highlights

Created life-enriching recreational experiences, a nurturing environment, and a fun and safe place to be for **437 children** in 1<sup>st</sup> – 5<sup>th</sup> grades

Supported an estimated **600 working parents** with quality afterschool care for their kids

Vicariously supported an estimated **240 employers** whose employees could focus on work rather worry about their children

Offered part-time **employment** to **81** local adults and college students

Provided **financial assistance** to **317** students from families whose household income is so low that they qualify for state assistance. Of these, at least one third live in poverty.

# AMERICA AFTER3PM

Afterschool programs are a smart investment that keeps kids safe.

## JUVENILE CRIME PEAKS AFTER SCHOOL

# 11.3 million kids

are alone and unsupervised from 3 to 6 p.m.



Afterschool is the peak time for kids to

- commit crimes or become victims of crimes
- experiment with drugs, alcohol, cigarettes & sex

## KEEP KIDS SAFE

# 83%

of parents with a child in an afterschool program say programs can help reduce the likelihood that kids will

- commit a crime
- use drugs
- become a teen parent



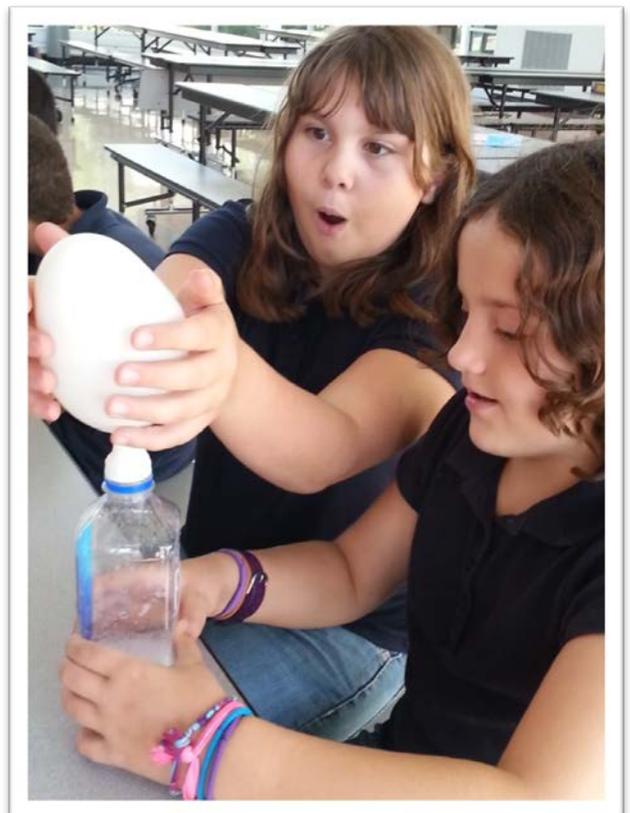
## SAVE TAX DOLLARS



Every **\$1** invested in afterschool programs saves **\$9** by

-  Reducing crime and welfare costs
-  Improving kids' performance at school
-  Increasing kids' earning potential

Learn more at [www.afterschoolalliance.org/AA3PM](http://www.afterschoolalliance.org/AA3PM)







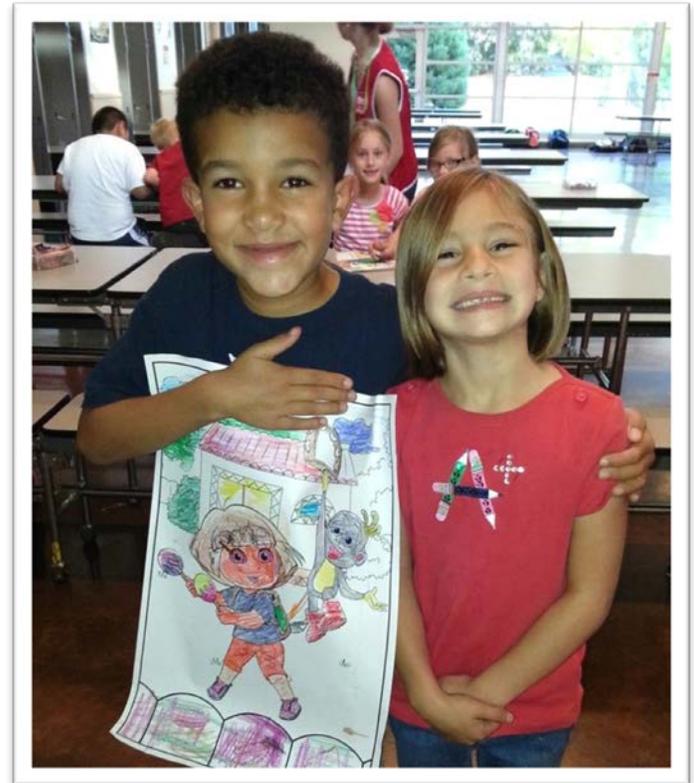
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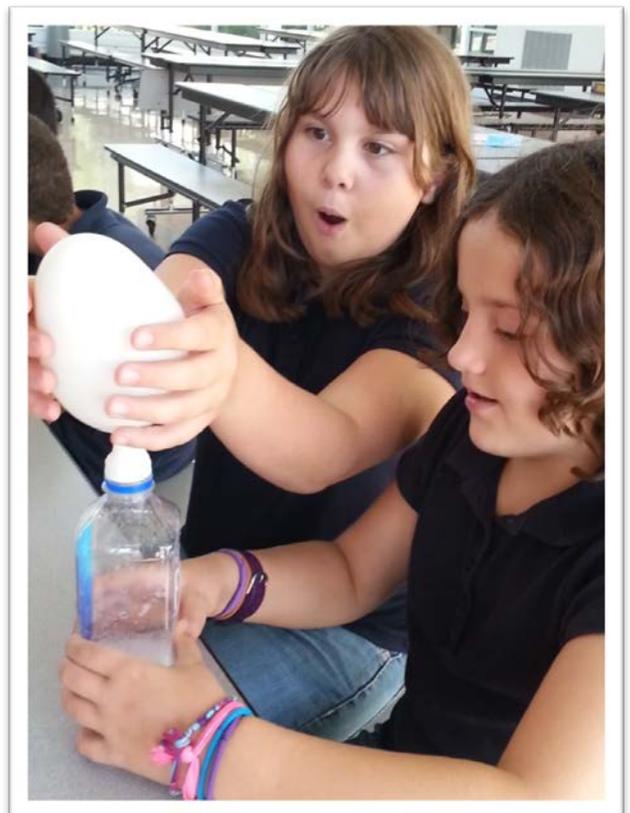
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**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

---

**AGENDA ITEM:**

Appointments to the McMinnville Affordable Housing Task Force

**BACKGROUND:**

Please see the background for this agenda item in the City Manager's summary memorandum.

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**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:** Cash and Investment Report - March 2016

**Submitted For:** Marcia Baragary, Finance Director      **From:** Ronda Gretzon

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**AGENDA ITEM:**

Cash and Investment Report - March 2016

**BACKGROUND:**

Cash and Investment Report - March 2016

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**Attachments**

Cash and Investment Report

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CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND  
March 2016

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$388,236.40	\$9,991,208.99	\$10,379,445.39
05	Special Assessment	439.02	48,414.82	48,853.84
07	Transient Lodging Tax	946.18	30,000.00	30,946.18
10	Telecommunications	635.20	1,030.00	1,665.20
15	Emergency Communications	79.47	175,094.81	175,174.28
20	Street (State Tax)	703.79	1,842,102.20	1,842,805.99
25	Airport Maintenance	958.23	732,749.03	733,707.26
40	Public Safety Facility Construction	872.80	10,805.24	11,678.04
45	Transportation	2.72	18,496,629.52	18,496,632.24
50	Park Development	312.44	1,191,641.39	1,191,953.83
58	Urban Renewal	0.72	0.00	0.72
59	Urban Renewal Debt Service	178.26	177,087.40	177,265.66
60	Debt Service	131.30	1,691,693.73	1,691,825.03
70	Building	999.31	635,000.00	635,999.31
75	Sewer	401.74	1,491,591.37	1,491,993.11
77	Sewer Capital	708.49	15,206,103.65	15,206,812.14
79	Ambulance	416.09	406,835.28	407,251.37
80	Information Systems & Services	133.63	161,713.61	161,847.24
85	Insurance Reserve	78.30	1,272,290.54	1,272,368.84
CITY TOTALS		396,234.09	53,561,991.58	53,958,225.67

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.15%	\$ 396,234.09
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	\$ 8,502,130.93
N/A	State of Oregon	Local Government Investment Pool (LGIP)	0.75%	25,448,664.88
N/A	State of Oregon	Park Improvement Bonds (LGIP)	0.75%	843,197.97
N/A	State of Oregon	Transportation Bond (LGIP)	0.75%	18,195,269.49
N/A	MassMutual Financial Group	Group Annuity	3.00%	572,728.31
				<u>\$ 53,958,225.67</u>



**City Council- Regular**

**Meeting Date:** 05/24/2016

**Subject:**

**From:** Rose Lorenzen, Administrative  
Assistant / HR Analyst

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**AGENDA ITEM:**

City of McMinnville Building Division Report for the Period Ending April 30, 2016

**BACKGROUND:**

Please see attached Building Permit Report

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**Attachments**

Building Division Report

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# City of McMinnville

# C404 - Privately Owned

Between 04/01/2016 and 04/30/2016

	Class Code	Permits	Bldgs	Houses	Valuation
		88	33	33	\$237,896
	<b>Sub-Totals:</b>	<b>88</b>	<b>33</b>	<b>33</b>	<b>\$237,896</b>
<b><u>Section I - Residential HouseKeeping Buildings</u></b>					
Manufactured Homes	100	4	4	4	\$54,088
One-Family Houses Detached	101	9	9	9	\$2,335,558
	<b>Sub-Totals:</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>\$2,389,646</b>
<b><u>Section IV - Additions &amp; Alterations</u></b>					
Add or Alter Dwellings	434	3	0	0	\$698,081
Add or Alter All Other Buildings and Structures	437	4	0	0	\$1,045,000
	<b>Sub-Totals:</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>\$1,743,081</b>
	<b>Grand-Totals:</b>	<b>108</b>	<b>46</b>	<b>46</b>	<b>\$4,370,624</b>

# Activity Summary Totals Report

Category: BLDG

Issued: 04/01/2016 - 04/30/2016

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	4	\$24,618.19	\$1,045,000.00
ASFR	2	\$9,855.18	\$554,165.98
NSFR	9	\$82,090.07	\$2,335,558.03
<b>BLDMAJOR</b>			
ASFR	1	\$846.37	\$143,915.46
<b>BLDMINOR</b>			
FENC	1	\$73.00	\$1,000.00
OTHR	3	\$434.22	\$18,523.00
PATI	1	\$160.15	\$6,240.96
ROOF	1	\$529.40	\$72,500.00
WALL	1	\$95.72	\$3,000.00
<b>FLS</b>			
ALRM	5	\$1,102.60	\$62,500.00
SPRK	6	\$1,295.45	\$74,132.00
<b>MECH</b>			
COM	7	\$1,273.43	\$0.00
IND	1	\$309.62	\$0.00
RES	18	\$757.22	\$0.00
<b>MH</b>			
RES	4	\$2,174.80	\$54,088.32
<b>MISC</b>			
	31	\$12,211.75	\$0.00
<b>PLUM</b>			
COM	2	\$1,681.40	\$0.00
PUB	2	\$0.00	\$0.00
RES	9	\$511.84	\$0.00
<b>Total:</b>	<b>108</b>	<b>\$140,020.41</b>	<b>\$4,370,623.75</b>

# Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2015 - 04/30/2016

Type	# of Permits	Total Fees	Total Valuation
<b>BLDCOMBO</b>			
ACOM	19	\$118,207.71	\$3,852,098.13
AGAR	1	\$876.16	\$42,131.10
AIND	2	\$5,371.82	\$66,261.68
APUB	1	\$1,868.24	\$200,000.00
ASFA	1	\$1,173.10	\$83,000.00
ASFR	16	\$20,804.18	\$1,284,624.04
IND	1	\$780.27	\$66,000.00
NAPT	7	\$402,192.97	\$6,058,575.60
NCOM	1	\$2,631.81	\$40,000.00
NGAR	4	\$1,798.07	\$99,702.33
NIND	1	\$7,028.18	\$232,345.68
NOTH	1	\$271.75	\$11,788.48
NSFA	8	\$66,672.94	\$1,333,099.49
NSFR	69	\$593,087.42	\$17,021,437.79
<b>BLDMAJOR</b>			
ACOM	3	\$1,431.75	\$95,000.00
AIND	1	\$369.54	\$20,000.00
ASFR	5	\$1,406.46	\$165,415.46
DECK	1	\$176.26	\$7,281.12
NGAR	1	\$931.49	\$52,689.28
NOTH	4	\$6,512.73	\$88,851.40
OTHR	1	\$289.00	\$15,000.00
<b>BLDMINOR</b>			
DECK	6	\$915.82	\$42,921.51
FENC	1	\$73.00	\$1,000.00
FOUN	2	\$481.38	\$23,500.00
OTHR	22	\$2,655.68	\$97,503.00
PATI	6	\$1,105.88	\$47,890.70
PUB	2	\$0.00	\$0.00
ROOF	20	\$7,286.85	\$926,707.00
WALL	1	\$95.72	\$3,000.00
<b>DEMO</b>			
PUB	1	\$0.00	\$0.00
RES	7	\$2,618.80	\$46,800.00
<b>FLS</b>			
ALRM	15	\$2,682.94	\$145,451.56
SPRK	15	\$3,813.15	\$276,527.00
SUPP	3	\$199.66	\$6,100.00

Type	# of Permits	Total Fees	Total Valuation
<b>MECH</b>			
COM	25	\$6,173.97	\$0.00
IND	5	\$3,343.35	\$0.00
INS	3	\$1,649.76	\$0.00
PUB	6	\$1,154.00	\$0.00
RES	197	\$8,255.85	\$0.00
<b>MH</b>			
RES	12	\$13,605.75	\$146,662.56
<b>MISC</b>			
	152	\$60,233.65	\$0.00
<b>OCC</b>			
COM	1	\$28.00	\$1,000.00
<b>PLUM</b>			
COM	17	\$17,541.24	\$0.00
IND	10	\$448.00	\$0.00
PUB	7	\$81.76	\$0.00
RES	123	\$10,076.08	\$10,500.00
<b>SIGN</b>			
MONU	4	\$176.84	\$4,300.00
OTHR	1	\$79.62	\$2,000.00
POLE	2	\$529.70	\$26,250.00
<b>Total:</b>	<b>814</b>	<b>\$1,379,188.30</b>	<b>\$32,643,414.91</b>

# City of McMinnville - Account Summary Report

For Post Dates 04/01/2016 - 04/30/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$3,464.24
		<hr/>
		\$3,464.24
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$20,408.10
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$10,384.45
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$1,799.64
		<hr/>
		\$32,592.19
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$3,099.20
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$241.50
		<hr/>
		\$3,340.70
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$4,328.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$135.00
		<hr/>
		\$4,463.00
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$860.00
		<hr/>
		\$860.00

Total Posted Amount: \$44,720.13

# City of McMinnville - Account Summary Report

For Post Dates 07/01/2015 - 04/30/2016

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$27,517.40
		<hr/>
		\$27,517.40
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$153,107.05
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$83,384.96
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$13,098.33
		<hr/>
		\$249,590.34
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$29,785.51
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$2,349.00
		<hr/>
		\$32,134.51
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$43,846.40
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$1,469.75
		<hr/>
		\$45,316.15
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$2,580.00
		<hr/>
		\$2,580.00
Account Code: 70-4400-25	1220 PERMIT FEES-REINSPECTION	\$235.00
		<hr/>
		\$235.00

Total Posted Amount: \$357,373.40